

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Water Treatment Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages water treatment and facility maintenance repair. Interprets state and federal regulations and their application to plant operations. Monitors activities for safety, quality and efficiency.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages maintenance activities by ordering parts and service, implementing work orders and preventative maintenance, maintaining and improving production goals, assigning and scheduling work, assisting with budget preparation, ensuring compliance with policies and procedures, training staff, addressing personnel issues, performing evaluations, preparing reports, reviewing operational logs and water treatments, and coordinating operations, maintenance and vendor activities.
2	L	Facilitates project work by assessing the needs of staff, developing goals, determining action to take, monitoring projects until their completion, and ensuring that work is completed on time.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License, Waterworks Operator License, Class I License
Reading	Work requires the ability to read blueprints, schematics, publications, technical manuals, and policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, and geometry.
Writing	Work requires the ability to write reports, requisitions, operating procedures, and work orders.
Managerial	Managerial responsibilities include planning, coordinating, and directing maintenance activities.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than division size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Training, supervision of staff, observations
Sitting	F	Computer, desk work, driving
Walking	F	Inspection of facilities
Lifting	O	Books, manuals, parts
Carrying	O	Books, manuals, parts
Pushing/Pulling	O	Valves, gates, piping, machinery
Reaching	O	Equipment, parts
Handling	O	Books, manuals, parts, equipment
Fine Dexterity	F	Computer keyboard, telephone keypad, adjusting equipment
Kneeling	O	Inspection of facilities
Crouching	O	Inspection of facilities
Crawling	O	Inspection of facilities
Bending	O	Inspection of facilities
Twisting	O	Inspection of facilities
Climbing	O	Stairs, ladders
Balancing	O	Stairs, ladders
Vision	C	Inspection of facilities, supervision of staff, observations, computer, desk work
Hearing	C	Testing equipment, staff, supervisor, vendors, consultants, telephone
Talking	C	Testing equipment, staff, supervisor, vendors, consultants, telephone
Foot Controls	O	Driving
Other (specify)	N	

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Office equipment, gas monitors, vehicles, copy machine, fax machine, hand tools, testing and treatment equipment, network computer station, PLC and program, Hanson, SCADA system, Standard Microsoft Windows and Office software, web software, CAD

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	W
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	D
Communicable Diseases	N	Darkness or Poor Lighting	M
Physical Danger or Abuse	S		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Water Treatment Facility

**PROTECTIVE EQUIPMENT REQUIRED:**

Hard hat, steel toed shoes, respirator, eye protection, hearing protection

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)